

Appendix

Ministry of Social Development Information Security Policies – Acceptable Use of Technology Policy

This policy is for all Ministry staff including contractors and consultants.

To meet the Ministry's standards of integrity and behaviour (covered in the Code of Conduct) users must:

- Keep personal use of Ministry technology (including emails or internet use) within reasonable limits, making sure it does not interfere with your work or Ministry business (for example over use of email for personal communications or excessive use of resources impacts network or service speeds for other users).
- Never use Ministry information or technology for anything illegal, including infringement of copyright, or objectionable to co-workers, our partners (NGOs) or our clients. (See the information on Copyright Act covering What sort of activities should be avoided, and guidelines covering Inappropriate email use and Inappropriate internet use).
- Use safe practices with personal and work use of social media and avoid damaging the reputation of the Ministry. (See the guidelines on How to keep safe on social media).

The Ministry proactively monitors the use of technology to keep our information and people safe and manage any impact to our reputation or functions (see the guidelines on Monitoring email and internet use). Where necessary this will include:

- Monitoring private and personal use.
- The removal of information where it is offensive or illegal or impacts Ministry business.
- The removal of computers as part of disciplinary or criminal investigations.

SharePoint page - Recording Meetings with Microsoft Teams (National Office and Whaikaha)

Terms of Use for Microsoft Teams recording:

You must follow the recording guidance and agree to the below Terms of Use for Microsoft Teams recording prior to being given access. Note: Microsoft Teams recording is not currently available to Service Delivery regional and front-line staff.

- Recordings are permitted with external parties provided all the below terms of use are followed. However, any recordings of client interviews for evidence purposes or discussions relating to any individual MSD entitlements, irrespective of whether the individual concerned is present at the meeting, is strictly prohibited.
- Recording is permitted for meeting organisers only. If you are an invitee or participant you are not permitted to record the meeting.
- Teams recordings are only permitted for approved use cases. If your use case is not listed, please contact the Information Group.
- When organising a meeting, the invite must explicitly state to attendees that the meeting will be recorded. This also needs to be repeated at the start of the meeting prior to turning on the recording functionality. Refer to Booking a meeting.
- You must provide the attendees with the purpose for recording the meeting, what the recording will be used for, who it will be shared with and how they can request a copy of it. Recordings (or transcriptions if the recording has been deleted) must be made available to meeting participants if requested.
- You must give meeting invitees other options for participating if they choose to not attend a meeting that will be recorded.
- Recordings expire after 90 days but should be deleted prior if outlined by the use case. If a recording is required to be retained longer than 90 days, this must be moved to the appropriate site and have the correct retention label applied.

Approved Microsoft Teams Meeting Recording Use Cases:

Purpose of recording	Internal / external meeting*	Use	Storage location
You want to record a meeting to take minutes	Either	Recording should only be accessed by the staff member who is writing up the minutes	The minutes need to be saved into the appropriate repository (e.g. Objective). Once this is complete, the recording must be deleted.

Purpose of recording	Internal / external meeting*	Use	Storage location
You want to record a meeting for staff who cannot attend (instead of rescheduling)	Either	Recording should only be accessed by staff who were in the original meeting invite	Once the staff have viewed the recording from the meeting, it must be deleted.
You want to record content for training purposes	Internal	Recording can be shared internally as education collateral	<p>If the training is required to be retained longer than 90 days, then the recording must be moved to the appropriate Workspace.</p> <p>Otherwise, this should be deleted once no longer required (within 90 days).</p>
You need to record a meeting for someone with accessibility requirements e.g. in meetings where NZSL is to be used	Either	<p>Recording should only be accessed by staff for accessibility needs</p> <p>Where a decision or policy is recorded in NZSL, this can be shared internally.</p>	<p>Where a decision or policy is made in NZSL, then the recording must be moved to the appropriate Workspace.</p> <p>Otherwise, this should be deleted once no longer required (within 90 days).</p>

Note: *External participants are unable to view recordings.